

# Instructions and Definitions for Completing the 2000-2001 Certificated Staff Performance Incentive Act Award Certification Form

**CERTIFICATION MUST BE RECEIVED NO LATER THAN 5 P.M., MARCH 1, 2002**

- In order to determine the number of full-time equivalent employees (FTE) employees as of the second principal apportionment, the district/county office or charter school, as appropriate, must determine the number of funded FTE positions at the school site as of May 1, 2001.
- Using the definitions below, calculate the number of FTE positions for the schools listed on the Certification Form. Pay warrant records, work schedules and financial records, computerized data files, or the CBEDS web site (see enclosed memo) may be used as reference. Complete the form by indicating the number of certificated FTEs for each award-winning school in your district, county, or charter school on the form below.
- It is important to accurately determine the number of FTE positions as this information will be used to determine the amount of money to be apportioned to the schools eligible to receive the Certificated Staff Performance Incentive Act award.
- It is not necessary to include documentation of your calculations with this form; however, documentation should be kept on site for accurate distribution of awards and for possible auditing purposes. All documentation should be kept for three years from the year of apportionment.
- **Certification should be returned to CDE as soon as possible, but by absolutely no later than March 1, 2002. If certification is NOT received by 5 p.m. March 1, 2002, schools will not receive this performance bonus award.**

## DEFINITIONS

### **What is an FTE position?**

FTE positions may include "full-time" and "part-time" positions, whether still resident in the district or not. A "full-time" certificated position shall be defined as a position filled by a person that is required to work a minimum of a six hour work day. Workdays longer than six hours, if in accordance with local collective bargaining agreements, should be used as the basis for "full-time" and "part-time" FTE calculation. One person cannot generate more than one FTE position. Part-time positions shall generate a partial FTE on a proportional basis.

### **What does "...at each school site.." mean?**

Employees at the school site shall be defined as positions requiring certification filled by individuals employed by the school district or charter school at least 50 percent of the school year in which the award was earned, and who spent at least 50 percent of his/her total annual work hours at school sites, and who spent at least 20 percent of this/her total annual work hours at the eligible school site working with pupils in any of grades K-12. County office of education and state employees are not eligible to participate.

### **What is a certificated employee?**

A certificated employee is defined as an individual in a position requiring certification who holds a document issued by the California Commission on Teacher Credentialing authorizing service in the public schools of California. Document is defined in the sentence above as a credential, emergency permit, or waiver issued by the California Commission on Teacher Credentialing.

**PLEASE RETURN TO THE AWARDS UNIT, CALIFORNIA DEPARTMENT OF EDUCATION  
HAND DELIVERED OR POSTMARKED BY**

**5 p.m. March 1, 2002  
721 Capitol Mall, 4<sup>th</sup> Floor  
Sacramento, California 95814  
(916) 657-3810**